

**SOCIAL WORK SECTION
MEETING MINUTES
MAY 17, 2012**

PRESENT: Eric Alvin, Nicholas Smiar, Daryl Wood, Barbara Viste-Johnson

STAFF: Dan Williams, Executive Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; Sharon Henes, Paralegal; and other Department staff

GUESTS: Julie Parker, Cindy West, Tracy Griffith, Bill Berkan, Daryl Haessig, and Rich Patrick, Upper Iowa University; Kim Kaczmarowski, St. Norbert College; Tricia Egan, Edgewood College; Marc Herstand, NASW-WI Chapter; Chuck Zastrow, George Williams College

CALL TO ORDER

Eric Alvin, Chair, called the meeting to order at 9:06 a.m. A quorum of four (4) members was present.

APPROVAL OF AGENDA

Amendments to the Agenda:

- Item “S” (open session) Under the item titled “S. Items Received After Printing of the Agenda; 8) DOE Matters” **ADD:**
 - Discussion of Complaint Screening Policy Change
- Item “W” (closed session) Under the item titled “Application Reviews” **REMOVE:**
 - 2) **1:00 P.M. TENTATIVE APPEARANCE – Michelle Stoneburner, Applicant, and La Causa Staff** – Michelle Stoneburner – Application for Licensed Clinical Social Worker (LCSW)
- Item “AA” (closed session) Under the item titled “AA. Deliberation of Items Received After Printing of the Agenda; 7) Orders Fixing Costs/Matters Related to Costs” **ADD:**
 - Denise L. Bailey, C.S.W. (ORDER0001283)

MOTION: Daryl Wood moved, seconded by Nicholas Smiar, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF APRIL 11, 2012

Amendments to the Minutes:

- Page 2 of the Minutes: Under the agenda item titled “Review of Social Worker Training Certificate (SWTC) Syllabi for Approval; 1) UW Platteville: PSYCH 2930, PSYCH 4930, PSYCH 4950, CRIMJUS 4540 and CRIMJUS 4630”, make the following changes:
 - Correct the sub-header as outlined: “UW Platteville: PSYCH 2930, PSYCH 4930, PSYCH 4950, CRIMJUS 4540 and CRIMJUS ~~4630~~ **4530**”
 - Correct the underlying motion as provided: “...approve the courses PSYCH 2930, PSYCH 4930, PSYCH 4950, CRIMJUS 4540 and CRIMJUS ~~4630~~ **4530** ...”

- Page 3 of the Minutes: Under the agenda item titled “Section Discussion of Supervisory Standards; 1) Review and Consideration of Supervisory Forms”, correct the second motion as follows “...included in the letter of notice of receipt of an APSW and at the request...”
- Page 3 of the Minutes: Under the agenda item titled “Legislation/Administrative Rule Matters” add a period at the end of the sentence that appears below this topic.
- Page 4 of the Minutes: Under the agenda item titled “Screening Panel Report” correct the underlying sentence as follows: “Daryl Wood indicated that one case was screened, but was not opened.”
- Page 6 of the Minutes: Remove the following headers from the minute draft:
 - Deliberation of Items Received After Printing of the Agenda
 - DOE – Signature Collection
 - Other Section Business

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve the minutes of April 11, 2012 as amended. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Dan Williams reported on the following administrative matter:

- The members of the Section were encouraged to sign-up for direct deposit for payment of travel reimbursement and per diems.

INTRODUCTIONS, ANNOUNCEMENTS, AND RECOGNITION

Recognition of Daryl Wood – Public Member

The Section acknowledged Daryl Wood for his exceptional performance as a public member, and voiced its appreciation for his services to the Section and to the Joint Board.

Daryl Wood reciprocated his appreciation to the Section and Department staff. He encouraged attendees of this meeting to refer individuals that may be interested in appointment to the Section, as a public member, to contact the Governor’s Appointment Office.

REVIEW OF SOCIAL WORKER TRAINING CERTIFICATE (SWTC) SYLLABI FOR APPROVAL

Edgewood College

Tricia Egan, Edgewood College, appeared before the Section to answer questions regarding review of the school’s SWTC syllabi and instructor approval. The Section reviewed Edgewood College’s request for approval of Tricia Egan as a SWTC course instructor and for approval of the school’s SWTC courses; HS300/PSY301, HS 304, HS303, HS302, and HS305.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to accept Patricia Egan as a qualified instructor per MPSW 3.13(2), Wis. Admin. Code. Motion carried unanimously.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve the courses submitted by Edgewood College: HS300/PSY301, HS304, HS303, HS302, and HS305 as meeting the requirements of 3.13(2), Wis. Admin. Code. Motion carried unanimously.

St. Norbert College

Kim Kaczmarowski, St. Norbert College, addressed the Section in support of the school's request for additional clarification regarding its SWTC courses, SOCI 239 and SSCI 220. The Section was provided with additional information by Kim Kaczmarowski.

MOTION: Nicholas Smiar moved, seconded by Daryl Wood, to approve SOCI 239, submitted by St. Norbert College, as meeting the requirements of MPSW 3.13(2)(a), Wis. Admin. Code. Motion carried unanimously.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to deny the request for approval of SSCI 220, submitted by St. Norbert College. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Daryl Wood, to authorize Nicholas Smiar as a liaison to work with St. Norbert College. Motion carried unanimously.

University of Wisconsin - Platteville: Amended Syllabus for PSYCH 4930

The Section reviewed amended syllabus provided by UW-Platteville.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve PSYCHLGY 4930/PSYCH 4930, submitted by UW Platteville, as meeting the requirements of MPSW 3.13(2)(b), Wis. Admin. Code. Motion carried unanimously.

University of Wisconsin – Stout

The Section reviewed updated information from UW Stout and took action as outlined below.

MOTION: Nicholas Smiar moved, seconded by Daryl Wood, to approve UW Stout's SWTC program plan with the proviso that the school make the following modification: "...supervised by a social worker who has a bachelor's or master's degree in Social work, **and is certified under § 457.08, Wis. Stats.**" Motion carried unanimously.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve SOCWK 450 and the currently listed instructor, submitted by UW Stout, as meeting the requirements of MPSW 3.13(2)(b), Wis. Admin. Code. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Daryl Wood, to authorize Nicholas Smiar to approve any changes to the instructor and the curriculum for SOCWK 450, as submitted by UW Stout. Motion carried unanimously.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to deny approval of SOCWK 440, submitted by UW Stout, for lack of content on families, and lack of text book on the same topic. Motion carried unanimously.

MOTION: Nicholas Smiar moved, seconded by Daryl Wood, to rescind the motion regarding UW Stout course SOCWK 440. Motion carried unanimously.

Dr. Bruce Pamperin, UW Stout, was connected by phone to answer the Section's questions regarding the school's course titled SOCWK 440. The Section then posed questions about instruction of UW Stout's SWTC courses. Bruce Pamperin informed the Section that an instructor will begin in August of 2012.

MOTION: Barbara Viste-Johnson moved, seconded by Daryl Wood, to send a letter to Dick Tyson, Chair of the Social Science Department at UW Stout, indicating the Section's need for an updated syllabus for SOCWK 440, and curriculum vitae for the new course instructor for its SWTC courses. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Daryl Wood, to authorize Nicholas Smiar to act as a liaison to UW Stout to address concerns regarding its training certificate courses. Motion carried unanimously.

Upper Iowa University (UIU)

Cindy West, Upper Iowa University, introduced a number of representatives from UIU. Rich Patrick, Bill Berkan, Steve Stein, and Daryl Haessig, UIU, joined the Section to speak in support of its request for approval of the school's SWTC syllabi.

MOTION: Nicholas Smiar moved, seconded by Daryl Wood, to accept the human services major at Upper Iowa University as meeting the requirements of MPSW 3.13(1)(a)1.a., Wis. Admin. Code. Motion carried unanimously.

MOTION: Nicholas Smiar moved, seconded by Daryl Wood, to approve the following courses submitted by Upper Iowa University as meeting the requirements of MPSW 3.13(2), Wis. Admin. Code: PSY/SOC 383, SOC 384, PSY/SOC 391, PSY/SOC 392, PSY/SOC 393. Motion carried unanimously.

SECTION CREATION AND PRIORITIZATION OF GOALS FOR 2012

The Section discussed the prioritization of its 2012 goals. Eric Alvin will update the goals, and prioritization of the items herein, per his understanding of the Section's wishes. This topic will be revisited at the Section's next meeting.

SECTION DISCUSSION AS TO THE POTENTIAL LOSS OF INSTITUTIONAL KNOWLEDGE UPON SECTION MEMBER DEPARTURES

The Section reviewed a number of materials in their agenda packet including items provided by George Kamps after the April MPSW Joint Board meeting. Eric Alvin opined that this information should be included in the "Social Worker Section File Review Materials Folder". The Section discussed the creation of a list of items that should be included in the application review reference materials.

The Section requested that the following agenda items should be combined into one item on future agendas:

- Section Discussion as to the Potential Loss of Institutional Knowledge Upon Section Member Departures
- Section Review and Discussion of Possible Updates to the "Social Work Section File Review" Materials Folder
- Discussion and Clarification of Licensed Clinical Social Work (LCSW) Licensing Procedures

SECTION REVIEW AND DISCUSSION OF POSSIBLE UPDATES TO THE "SOCIAL WORK SECTION FILE REVIEW" MATERIALS FOLDER

The Section discussed matters relevant to this item during discussion of the agenda topic titled "Section Discussion as to the Potential Loss of Institutional Knowledge Upon Section Member Departures", please see the minute references provided under this topic.

The Section would like the application review reference materials to include a list of the clinical courses offered by schools of social work in Wisconsin or neighboring states that meet the requirements for the clinical concentration requirement for obtaining the LCSW credential in Wisconsin. Barbara Viste-Johnson will work to update a list of clinical courses provided by George Kamps.

MOTION: Nicholas Smiar moved, seconded by Daryl Wood, to authorize Barbara Viste-Johnson to contact the schools of social work in Wisconsin and Minnesota to provide their list of courses and their clinical concentration. Motion carried unanimously.

DISCUSSION AND CLARIFICATION OF LICENSED CLINICAL SOCIAL WORK (LCSW) LICENSING PROCEDURES

The Section discussed matters pertaining to this agenda item during discussion of the topic titled “Section Review and Discussion of Possible Updates to the “Social Work Section File Review” Materials Folder”, please see the minute references provided above.

REVIEW OF PROPOSED REVISIONS TO THE APPLICATION FORMS FOR OBTAINING A SOCIAL WORK TRAINING CERTIFICATE (SWTC) AND CONSIDERATION OF ADDITIONAL MODIFICATIONS

Eric Alvin and Nicholas Smiar reported to the Section that they met with DSPS staff, the day prior, to work on the SWTC application forms. The Section noted that the application forms have been updated and the forms that were approved have been routed to credentialing for review and implementation. Eric Alvin and Nicholas Smiar are still working on application form revisions.

The Section noted that it will be discussing a proposed SWTC application disclosure form during closed session under the topic titled “Consulting with Legal Counsel”.

LEGISLATION/ADMINISTRATIVE RULE MATTERS

Marc Herstand, NASW – WI Chapter, inquired about the Section’s rules in terms of when application related appearances occur in closed session, as opposed to open session. The Section clarified that Class 1 Hearings on application denials are held in open session, and that appearances of pending applicants occur in closed session.

Marc Herstand also made comments regarding recent quorum issues, informed the Section that an individual has recently applied for appointment to the Section’s vacant CAPSW member seat, and inquired about the status of this appointment. Dan Williams indicated that appointments to the Section and MPSW Joint Board are handled by the Governor’s Appointment Office.

DISCUSSION ON POSSIBLE WEBSITE IMPROVEMENTS AND REVIEW OF FREQUENTLY ASKED QUESTIONS RELATING TO THE SCOPE OF PRACTICE OF SOCIAL WORK

Discussion of this agenda item was deferred in the interest of time.

DISCUSSION OF SOCIAL WORK EDUCATORS AND TRAINERS CHOOSING NOT TO MAINTAIN PROFESSIONAL CREDENTIALS IN WISCONSIN AND COMMUNICATION METHODS

Discussion of this agenda item was deferred in the interest of time.

**DISCUSSION AND REVIEW AS TO THE INTERPRETATION OF
MPSW 8.03(2)e, WIS. ADMIN. CODE**

Nicholas Smiar addressed the Section with respect to interpretation of its rules regarding continuing education course requirements, the meaning of "interactive internet" as it applies to continuing education, and how this relates to Section precedent regarding the Social Work Boundaries and Ethics requirement for continuing education.

Nicholas Smiar made specific reference to a course he reviewed in his role as education liaison. The Section discussed the administrative code in terms of the expectation of course participants to interact during the presentation. The Section requested that a representative of this school, and an instructor of this course, UW Extension program at the UW Milwaukee, appear at a future meeting to present to the Section.

SCREENING PANEL REPORT

Daryl Wood reported that the screening panel reviewed and closed seven (7) cases.

ITEMS RECEIVED AFTER PRINTING OF THE AGENDA

- 1) Introductions, Announcements, and Recognition – *None*
- 2) Class 1 Hearings on Denial of Applications for Licensure – *None*
- 3) Presentations of Petition(s) for Summary Suspension – *None*
- 4) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s) – *None*
- 5) Presentation of Proposed Final Decision and Order(s) – *None*
- 6) Review for Approval: Psychometric Testing – *None*
- 7) Informational Item(s) – *None*
- 8) **DOE Matters**

Discussion of Complaint Screening Policy Change

The Section discussed an article appearing in the Wisconsin State Journal regarding recent changes to the Department's complaint screening policy. Discussion of changes to the complaint screening process ensued. Dan Williams informed the Section that this policy was originally enacted in April 2012, but has been placed on hold. The Division of Enforcement will be presenting the new complaint screening policy to each of the Board/Section's under its purview, for consideration.

- 9) Education and Examination Matters – *None*
- 10) Credentialing Matters – *None*
- 11) Practice Questions/Issues – *None*
- 12) Legislation/Administrative Rule Matters – *None*
- 13) Liaison Report(s) – *None*
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s) – *None*

CONVENE TO CLOSED SESSION

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(a)(b)(f) and (g), to review applications, deliberate on proposed stipulations, deliberate on administrative warnings; deliberate on hearings or appearances for denial of applications; review monitoring cases; review DOE cases, and consult with legal counsel. Roll Call Vote: Eric Alvin-yes; Nicholas Smiar-yes; Daryl Wood-yes; and Barbara Viste-Johnson-yes. Motion carried unanimously.

The Section convened into Closed Session at 12:53 p.m.

RECONVENE TO OPEN SESSION

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to reconvene into open session. Motion carried unanimously.

The Section reconvened into Open Session at 2:35 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION IF VOTING IS APPROPRIATE

DELIBERATION ON MONITORING MATTERS

Denise L. Bailey, C.S.W. – Consideration of Ethics Consultation Report

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to accept Dr. Giesler's Ethics Consultation Report in the matter concerning Denise L. Bailey, C.S.W. Motion carried. Recused: Eric Alvin

(Eric Alvin left the room for deliberation, and recused himself from voting, in the matter concerning to Denise L. Bailey, C.S.W.)

Bradley W. Knapp, A.P.S.W. – Requesting Termination of Suspension

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to deny the request of Bradley W. Knapp, A.P.S.W., for termination of suspension and request a report from Dr. James Gerndt, regarding Mr. Knapp's ability to practice with reasonable skill and safety of clients and public and does not suffer from any condition which prevents him from practicing in that manner, including recommendations regarding appropriate social work employment, if any. **Reason for Denial:** Insufficient evidence of fitness to practice. Motion carried unanimously.

APPLICATION REVIEWS

12:30 P.M. APPEARANCE – Shannon Cole, Applicant – Application for Licensed Clinical Social Worker (LCSW)

Shannon Cole appeared before the Section to speak in support of her application for a LCSW credential.

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to approve the application of Shannon Cole for the Licensed Clinical Social Worker credential, once all application requirements have been met. Motion carried unanimously.

DELIBERATION ON PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

- 1) Bruce E. Baumann, L.C.S.W. (12 SOC 038)
- 2) Erika M. Carrizales, C.S.W. (12 SOC 034)
- 3) David Hamilton, L.C.S.W. (11 SOC 020)
- 4) Kennan F. Horn, L.C.S.W. (08 SOC 012 & 09 SOC 028)
- 5) Sharon M. Jarosz, C.S.W. (12 SOC 069)
- 6) Edna M. Kalmon, C.S.W. (12 SOC 066)
- 7) Bernadette Miller, L.C.S.W. (12 SOC 014)
- 8) Marina H. Peacock, A.P.S.W. (12 SOC 013)
- 9) Pamela S. Seis, C.S.W. (12 SOC 003)
- 10) Andrea M. Urbon, L.C.S.W. (12 SOC 024)

MOTION: Daryl Wood moved, seconded by Barbara Viste-Johnson, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against the individuals listed above. Motion carried unanimously.

DELIBERATION ON PROPOSED ADMINISTRATIVE WARNINGS

- 1) 10 SOC 022
- 2) 12 SOC 007
- 3) 12 SOC 032
- 4) 12 SOC 043
- 5) 12 SOC 045
- 6) 12 SOC 046
- 7) 12 SOC 052
- 8) 12 SOC 063
- 9) 12 SOC 068

MOTION: Daryl Wood moved, seconded by Barbara Viste-Johnson, to issue an administrative warning in the matter of case numbers listed above. Motion carried unanimously.

DELIBERATION OF ITEMS RECEIVED AFTER PRINTING OF THE AGENDA

- 1) Application Issues and/or Reviews – *None*
- 2) Class 1 Hearings – *None*
- 3) Professional Assistance Procedure (PAP) – *None*
- 4) Monitoring Matters – *None*
- 5) Proposed Stipulations, Final Decisions and Orders – *None*
- 6) Administrative Warnings – *None*
- 7) **Orders Fixing Costs/Matters Related to Costs**

Denise L. Bailey, C.S.W. (ORDER0001283)

The Section was provided with the Order Fixing Costs in the matter concerning received the Denise L. Bailey, C.S.W. (ORDER0001283) with Ms. Bailey's request for the establishment of a payment plan.

MOTION: Daryl Wood moved, seconded by Barbara Viste-Johnson, to adopt the Order Fixing Costs in the matter of Denise L. Bailey, C.S.W. (ORDER0001283) with final costs to be paid on or before February 1, 2015. Motion carried. Recused: Eric Alvin

(Eric Alvin left the room for deliberation, and recused himself from voting, in the matter concerning to Denise L. Bailey, C.S.W.)

- 8) Proposed Final Decisions and Orders – *None*
- 9) Petitions for Summary Suspension – *None*
- 10) Petitions for Re-hearings – *None*
- 11) Examination Issues – *None*
- 12) Credential Matters – *None*
- 13) Appearances from Requests Received or Renewed – *None*
- 14) Motions – *None*

REVIEW AND APPROVAL OF APPLICATIONS

The Section reviewed application files for licensure.

DIVISION OF ENFORCEMENT

Case Status Report

The Section reviewed a report detailing its pending enforcement cases.

Case Closings

None.

CONSULTING WITH LEGAL COUNSEL

Colleen Baird addressed the Section regarding a proposed SWTC disclosure application form that raises some liability concerns. The Section was provided with a copy of the document in question.

DOE SIGNATURE COLLECTION

Signatures were collected for all required documents.

OTHER SECTION BUSINESS

The Section discussed a request of Barbara Viste-Johnson and Nicholas Smiar to receive open session agenda packet materials electronically and a printed copy of closed session materials via mail.

ADJOURNMENT

MOTION: Barbara Viste-Johnson moved, seconded by Daryl Wood, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:44 p.m.